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2. Benefits of NetDMR
3. NetDMR System Capabilities
4. Where to find NetDMR
5. DMR Signatory Authority

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2. Request/receive access to permit
3. Creating an Account

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Module 1: Introduction

The Paper Burden!

DMRs are the second-largest federal reporting requirement, following only IRS tax returns

What is NetDMR?

NetDMR is a Web based tool that allows NPDES permittees to electronically sign and submit their DMRs as well as permit required reports.

NetDMR Released by EPA
- Made available to states - June 22, 2009
- Region 10 Implementation – July 2009 (WA,OR,AK & ID)
- There are approximately 425 NPDES Permits issued by EPA in R10 with DMR requirements – We now have approximately 110 facilities (approx. 25%) regularly using NetDMR

System Requirements

- Microsoft Internet Explorer 6.0 or above with JavaScript, and session cookies enabled, and pop-up blockers disabled.

- Pentium III/IV or an equivalent processer.

- 128 MB RAM (512 MB recommended).

- A monitor with a resolution of at least 800 x 600.

- Internet Connection, recommend high speed.

NetDMR System Capabilities

- Accepts DMR submissions & reports and pushes DMR data directly to EPA's national database

- Webforms are pre-populated with facility specific permit requirements

- Validate and edit checks on DMRs before submittal

- CROMERR approved electronic signature

- Provides instant E-mail confirmation of submittal

- Archived records available online

- Improves timeliness and accessibility of data

- Other reports can be submitted as attachments

Benefits of NetDMR

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Facility is in control of reporting on time
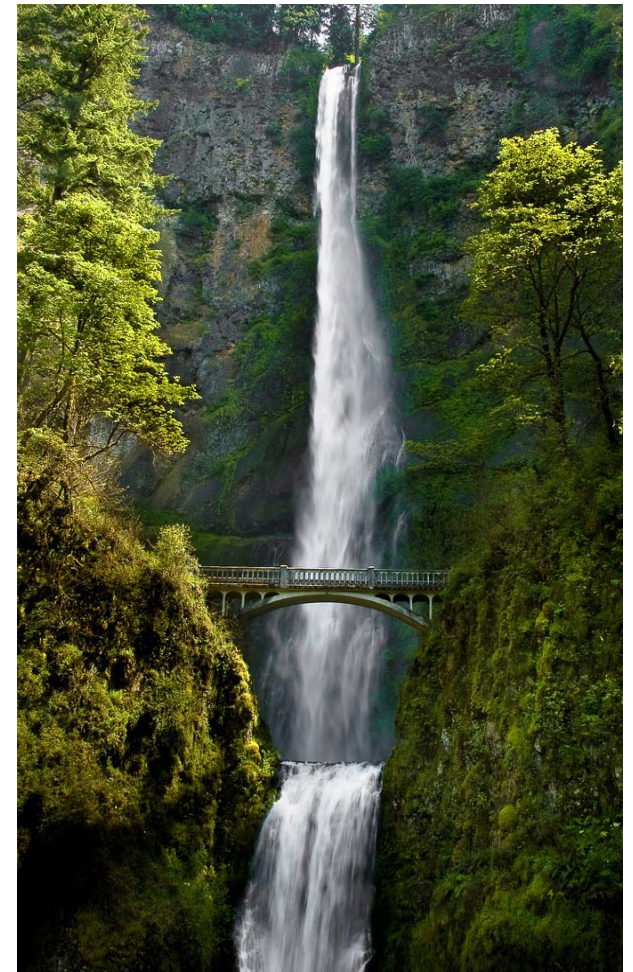
How it Works

1. Facility completes NetDMR training

2. Facility registers and requests access to use NetDMR

3. EPA reviews and approves the request

4. Permittee enters the DMR data into NetDMR and digitally Signs & Submits DMRs

5. ICIS-NPDES automatically evaluates compliance against permit limits, generating a compliance status

Where to Find NetDMR

- Production

  https://netdmr.zendesk.com/home

- Test

  https://netdmrtest.epacdx.net/netdmr-web/public/home.htm

Who Can Sign a DMR

- **Signatory requirements are the same for paper as well as electronic DMRs (See 40 CFR 122.22)**

Responsible Officials to Sign Include:

- For Corporation: responsible corporate officer
- For Partnership: general partner or the proprietor
- For local, state, federal or other public agency: principal executive officer or ranking elected official

Signatory Authority Can be Delegated

- Authority to sign a DMR (and other permit-related reports) can be delegated by Responsible Official

- Delegation must be made in writing and original sent to EPA

- Delegations must be updated any time there is a change

What Does This Mean for NetDMR

- Same people/positions have authority to sign electronically (i.e., Responsible Official)

- Subscriber Agreements can be used to provide EPA with written notice of delegations

- "Signatory Authorization" (Section E of subscriber agreement) = Responsible Official

- "Subscriber Signature" (Section F of subscriber agreement) = Delegated or Authorized Official

Responsible Official

Delegated Official

Town Manager

Plant Manager

Env Manager

Plant Superintendent

Edit

Lab

Environmental Staff

View

Tribe, State, or anyone you want

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Module 2: Creating a NetDMR Account

NetDMR Home Page

Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance

- Selecting the right instance depends on who normally receives your DMRs

Select Regulatory Authority:

| EPA Region 10 - ID | ∨ | Go |

EPA Region 10 Home Page

- News
- NetDMR Instance Login
- Creating New Account
- Forgot User Name / Password

Who Can Report?

- Any NPDES permittees with EPA issued permits required to submit DMRs in Region 10 may use NetDMR.

- Permittees must receive the appropriate training before requesting and receiving permission to use NetDMR. (You are in it)

- Once approved, a facility may begin submitting their DMRs electronically to EPA Region 10.

- Other permit related reports should also be sent to EPA electronically.
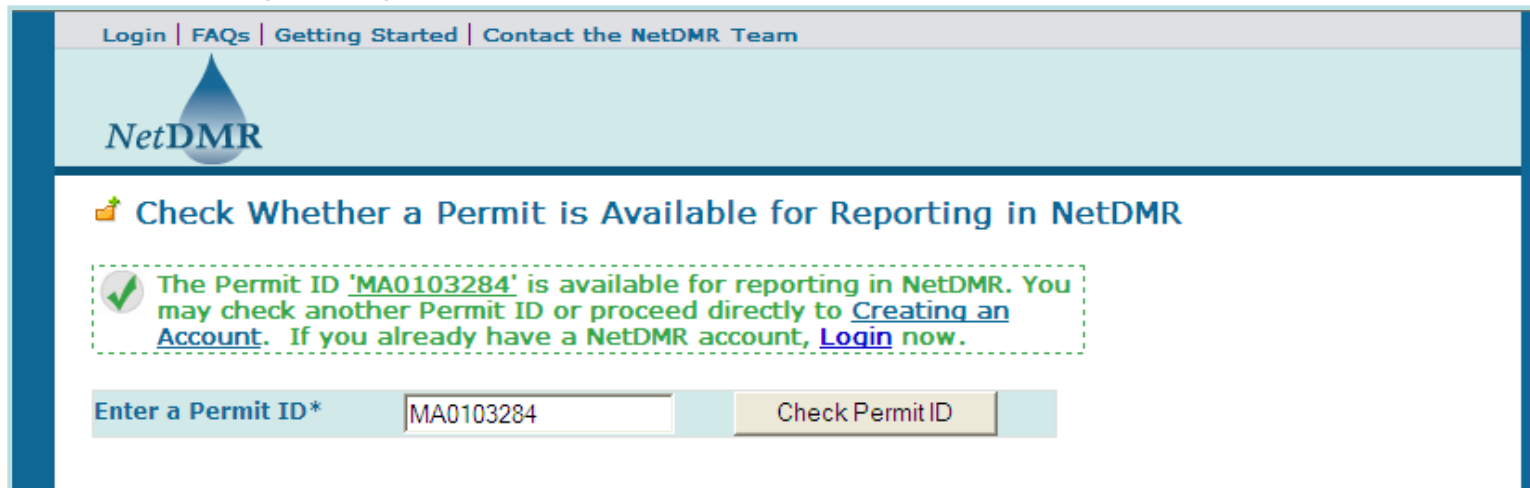
Checking Your Permit ID

Enter Permit ID Number

- Ensures your permit number is available on selected instance
- All permits that require DMRs to be submitted to EPA Region 10 are available
- Move forward with registration and completing a subscriber agreement

Does <u>not</u> ensure that your permit limits are coded

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

📌 **Check Whether a Permit is Available for Reporting in NetDMR**

✓ The Permit ID 'MA0103284' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to Creating an Account. If you already have a NetDMR account, Login now.

Enter a Permit ID*   MA0103284   Check Permit ID

NetDMR Account Creation

Step 1: User Registration

- Establishes your identity
- Each user should have a unique account

Step 2: Account Verification

- Activate account and create password

Step 3: Request/Receive Access to Permit

- Associates your user account with specific permits
- Identifies your role in NetDMR for each permit

Step 1 – User Registration

- Need a valid email address
- Provide basic identifying information
  - Name
  - Email address (note: and email address may only be used once)
  - Organization
  - User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email

User Type

IMPORTANT – Select 'Permittee User' . If you are a data provider select 'Data Provider'

Security Questions

Step 2 – Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days, link must be click to finalize account
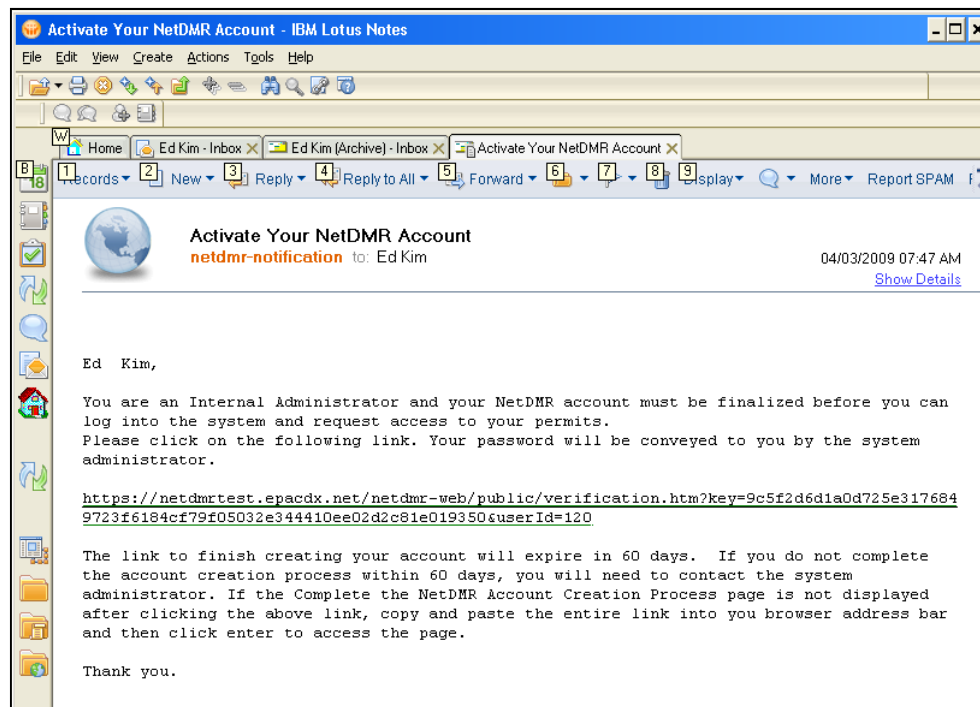
Account Verification

- Answer Security Question
  - Remember answers are case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number

Step 3 – Request/Receive Access

- Establishes your role in NetDMR
- First person to request access must be a signatory (e.g., responsible official or delegated official) and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved

NetDMR User Types

System Administrator

- EPA/NetDMR Host

Internal Users

- State and Federal Agency Users
  - Read-only access to all signed and submitted reports
  - Partially completed DMRs <u>only</u> able to be viewed when specifically requested and authorized by facility

External Users

- Permittees
- Data providers
  - contractors and labs

External User Roles (permittees and data providers

- Signatory
  - Can sign and submit DMRs
- Permit Administrator
  - Controls access to permit in NetDMR
- Edit
  - Can enter and edit DMR data
- View
  - Can view DMR data only

Signatory

- Must sign and mail subscriber agreement to EPA Region 10
- Has ability to
  - Sign and submit DMRs
  - Refresh and delete DMRs
  - Initiate rejection of unauthorized DMRs
- Automatically has the role permissions for
  - Edit
  - View

Permit Administrator

- Manages access for permit(s)
  - Approves/denies requests for administrator, edit, and view access
  - Can also apply for multiple roles (edit, signatory…)

Edit
- Has permission to
  - Enter, edit and import DMR data
  - Delete unsubmitted DMRs

View
- Can only view DMRs (both submitted and pending)

Partial View
- Special requests by regulatory authority to view partially completed (unsubmitted) DMR's
- Typically only used for troubleshooting

Requesting Access

- Account home page
  - Request access link

Requesting Access

- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, you may request additional signatory, edit, view only, or permit administrator access

Requesting Access

- Select the applicable role and click Add request
  - If you are the signatory for several permit numbers repeat the process until you have requested access/roles for all permits. (note: if you request access for only one permit you will have to sign an agreement for each facility individually)
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the red X to delete
  - Add additional permits/roles before clicking Submit

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

| Permit ID: | LAG75TEST | Update |

Role: Select One ▼
Note: Permit Administrator role comes with Signatory role

Add Request

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG75TEST	Edit	✖

Submit

Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility ("facility" for most)
  - If you are a Responsible Official choose the first button and click Submit
  - If you are being authorized by a Responsible Official to sign DMRs, use the second button and enter the information for the Responsible Official and click Submit
  - At next screen, click Confirm

Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - Required to start using NetDMR!!!

Requesting Access

- EPA approves all signatory user requests
- EPA must approve signatory request before you can begin using NetDMR
- All other types of user requests (permit administrator, edit, view) will need to be approved by facility

Request Signatory **(first person)**

WWTP Supt.

Signed Subscriber agreement →

Verifies permit information

Grants access →

Signatory Approved and Permit Admin. established

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1 week later

Lab Mgr. Requests Edit Role

Lab Tech Requests View Role
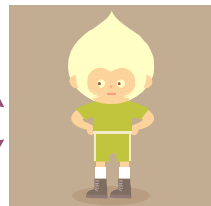
WWTP Supt.
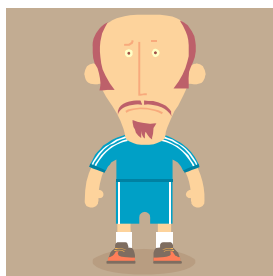
Asst. Supt. Requests Signatory & Permit Admin.

Signatory

Admin

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3 MONTHS LATER
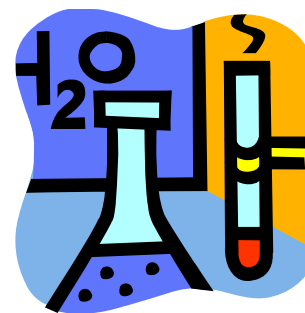
Requests Edit
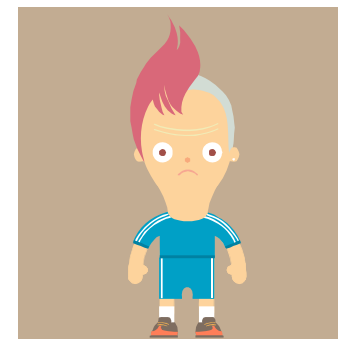
Requests View
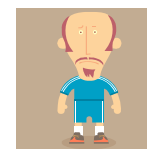
OR

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Module 3: User Accounts

Signing In

- **Three attempts to log-in before account is locked**
  - Must answer security question correctly to unlock
- **Forgotten username/passwords may be retrieved or reset online**
  - Reset with verification email
  - Retrieve/change by answering a security question
- **Passwords and security questions are case sensitive**
- **Passwords expire every 90 days**
  - Reset password that is not the same as the 10 most recent passwords you've used

Your Account Home Page

Your Account Home Page

- Top of Screen
  - Home, My Account, Request Access, Help, Logout
- Header Bar
  - Manage, Search, Import DMRs, View, Download
- Last 10 Logins
- Frequently Used Functions
  - Search Box, Pending Access Requests

Top of Screen

- **Home**
  - Brings you back to the home screen
- **My Account**
  - Allows you to view and edit your account settings
- **Request Access**
  - Request access to permits with specific roles
- **Help**
- **Logout**
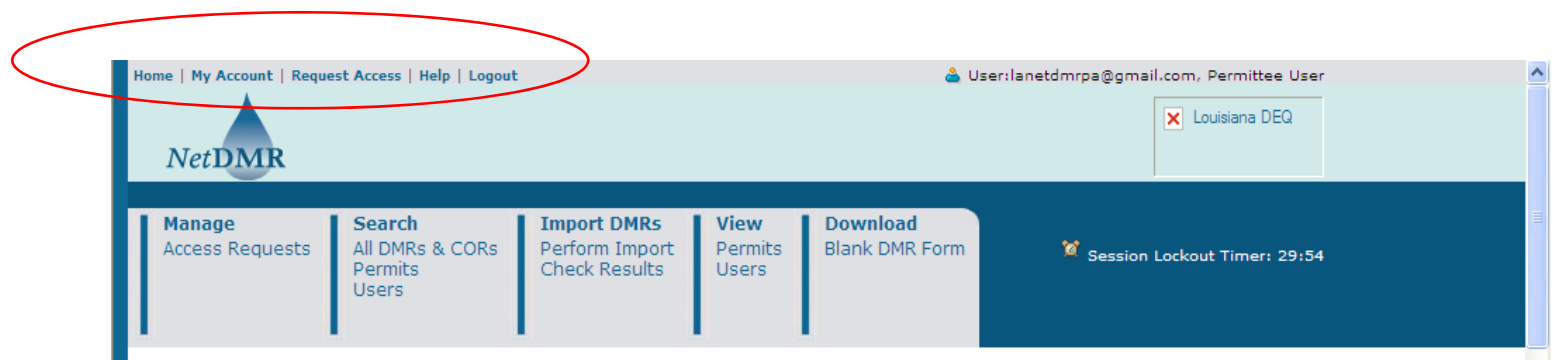
My Account

- View Account Information
  - Basic Information
  - Selected Security Questions
  - My Permits
- Edit Account

Edit My Account

- General Account Information
  - Cannot change user type, must contact EPA Region 10
- My Permits
  - Access subscriber agreements
  - Remove unnecessary access to permits
- Security Questions and Answers
- Change Your Password
- Lock Your Account

Help

- NetDMR support site: https://netdmr.zendesk.com/home
- Under the tab 'Knowledgebase' at the top of the screen you will find training materials, templates for importing, and most importantly the user guide for Permittees (highly recommend you download and print a copy)
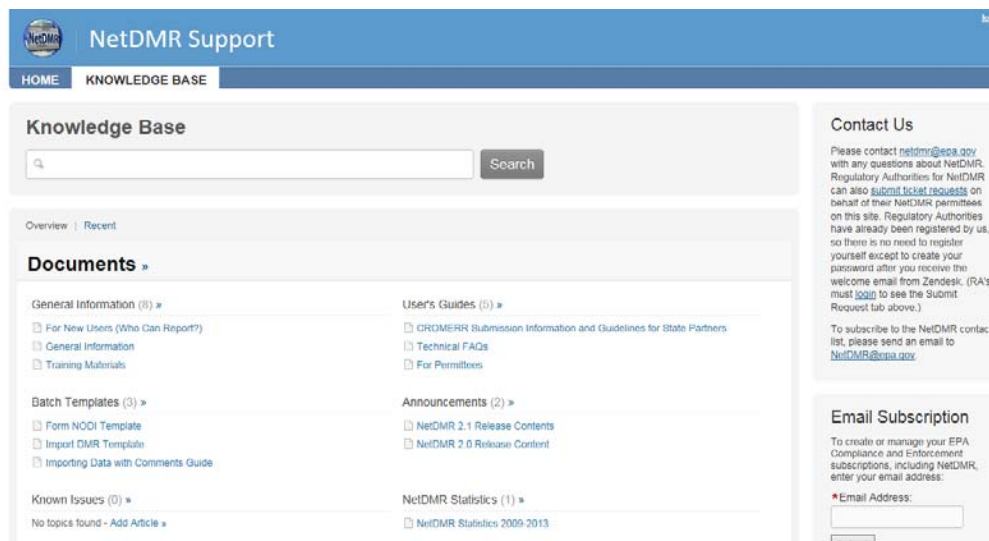
Header Bar

- **Manage** Access Requests
- **Search** All DMRs & CORs, Permits, Users
- **Import DMRs** Perform Import or Check your Results
- **View** Permits or Users
- **Download** Blank DMR form

  Note the **Session Lockout Timer**: you will be logged out after 30 min of inactivity
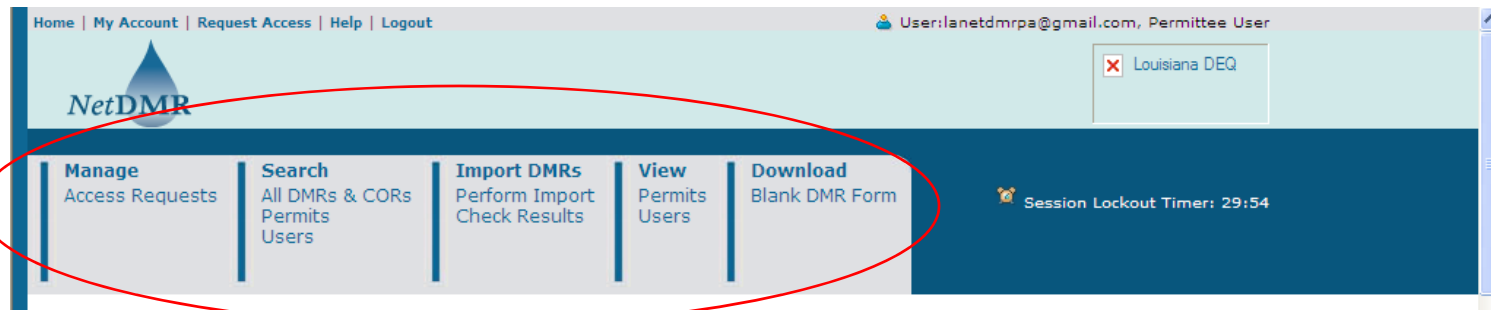
*Visibility of header bar options is dependent on user type

Manage Access Requests

- If you have the Permit Administrator role, you would come here to approve access requests
  Note: As Permit Administrator, you cannot approve signatory roles (EPA only).

Managing Access

- External requests are on behalf of employees affiliated with your agency
  - View, Edit, Signatory
  - Data Providers (Consultants or Labs)
- Internal requests are from the regulatory authority for viewing partial DMRs
  - Troubleshooting

Managing Access

- Click on Manage Access Requests, or scroll to the bottom of the home page
  - You can view more details about a user by clicking the icon at the far right
  - For someone requesting access as signatory, the approve/deny boxes will be grayed out
  - You can sort by column headers with hyperlinks

Pending Access Requests - External

Permits 1 through 2 of 2

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Detail
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	☐	☐		👤
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	☐	☐		👤

Pending Access Requests - Internal

No results.

Submit   Cancel

Approving Access Requests

- To approve an access request, click the Approve checkbox, then click Submit

- Click Submit again on the next page to confirm

Approving Access Requests

- You will receive a confirmation message on the next screen

Denying Access Requests

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmrdp@gmail.com	VILLE PLATTE, CITY OF	LA0038814	Edit	03/11/10	☐	☑	*If you deny an access request, you must enter a comment indicating the reason for not approving the request.*

Submit   Cancel

Search

- Similar to the tabs on the home page, you may search:
  - All DMRs & CORs
  - Permits
  - Users

Search All DMR's & CORs

- You can filter your search criteria by:
  - Permit Number
  - Permitted Feature (001)
  - Discharge (A, Q, Y)
  - Monitoring Period End Date Range
  - Edited or Submitted by:
  - Status
  - COR confirmation #

Search All DMR's & CORs

- You can sort your search results by clicking on any column with a hyperlink
- Watch out for multiple pages of DMRs!

Search Permits

- This will bring you to a screen where you can view:
  - Permit details
  - Applicable users/roles
  - Pending Access Requests
- Permit Administrators can also enter email addresses for DMR submittal notifications

🔍 Permit ID

Enter a full Permit ID to retrieve and view information about the permit.

Permit ID: [_____]

[Search]

Search User

(limited to persons associated with your permits only)

- To search for a specific user, type information to narrow down the results
- You may also enter partial information if you are unsure of spelling
- Searching with no information filled in will return a list of all users for all permits you have access to

🔍 **Search Users**

Search for Users using any combination of search criteria. For text and numeric information, you can er name of 'jo' would return 'johnsmith' and 'sjohnson''.

User First Name	
User Last Name	
User Name	
Email	
Permit ID	
Facility Name	

[Search] [Cancel]

View
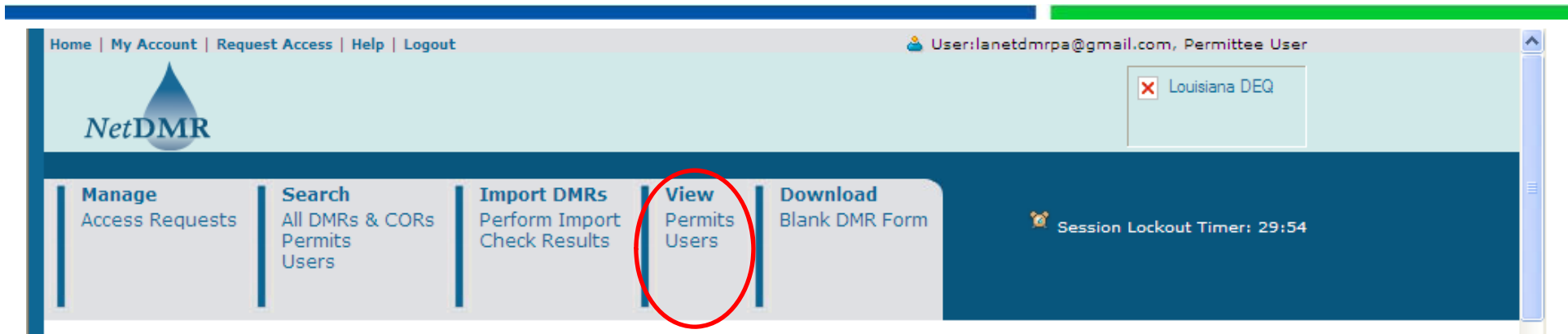
- Permits
  - List of all permits for which you have access
- Users
  - You can view a list of all users associated your permit(s)

Download

- Downloads a blank DMR form
- No DMR limits or data

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Module 4: Searching DMRs and Entering Data

Frequently Used Functions

- Added way to search and view pending access requests quickly from Home screen
  - Search
  - Pending Access Requests
- Works the same as using the header bar

Search DMRs

- Multiple search options
- Can search and access multiple permits through one account

DMR Search Results

- Results Header

- DMR Search Results

DMR Search Results Header

- View All
- Sign & Submit
- Download COR
- Refresh DMR Data
- Refine & New Search

🔍 **View All** | ✏️ **Sign & Submit Checked DMRs** | 💾 **Download Checked CORs** | **Refresh DMR Data** | 🔍 **Refine Search** | 🔍 **New Search**

🔍 **DMR/COR Search Results**

DMRs 1 through 10 of 23 ⏮ ◀ 1, 2, 3 ▶ ⏭

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
										Check All / Clear All	Check All / Clear All
Edit DMR ▾ Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data			

Enter/Edit DMR Data

- Web Form
- DMR Form Layout
    - Top of Form
    - Collapsible header
    - Limits/Results
    - Edit Check Errors
    - Comments/Attachments
- Helpful Features

Web Form

- Closely resembles paper DMR form

- Provides current limit information

- Only allows data input in required/optional fields

- Allows for attachments (PDF, Excel, Word document formats)

Top of Form

Clear Parameter Fields | Save & Continue | Save & Exit | Sign & Submit | Print Friendly View | DMR/COR Search Results

- Clear parameter fields
  - Clears all data
- Save & Continue
  - Saves the data but does not move away from the page
- Save & Exit
  - Saves the data and exits to home page
- Sign & Submit
  - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results
  - Brings you back to the search results page

Collapsible Header

- Contains facility and DMR Info
- Enter Principle Executive Officer
- Form Level No Data Indicator (NODI)

Limits/Results

- Parameters
- Permit Limits (hard-coded)
- NODI, Frequency of Analysis, Sample Frequency (lists)

Bottom of Form

- Edit Check Errors
- Comments – large enough for NCR info
- Add Attachments (PDF, Excel, Word document formats)
- Report Last Saved By
- Save & Continue, Save & Exit, Sign & Submit, DMR/COR Search Results

DMR Attachments

You can attach one or more files to a DMR from the Attachments section of the *Edit DMR page by following* these steps:

1. Click on **Add Attachment** and the *Add Attachment page is displayed:*

DMR Attachments

3. Double-click on the name of the file to attach,
OR
Click on the name of the file to highlight it, then click on [Open] to select the file or click on [Cancel] to return to the ***Add Attachment page.***

4. Click on [Attach File] to attach the file, or click on [Cancel] to return to the ***Edit DMR page without attaching a file.***

5. If you attempt to upload a .com, .dll, .exe. or .vbs file, **or use a space or special character in the title**, NetDMR will display an error message indicating that the file could not be attached:

> ⚠ There were errors processing your request.
>
> 📎 Add Attachment
>
> Use this page to add an attachment to a DMR. Note that attachments may not be larger than 30
>
> File: *   [   ]
>
> The file type EXE is not allowed

Data Validity Checks

- Hard Errors
  - DMR will not be accepted
    - e.g. alpha character in a numeric only field
  - Must be corrected before DMR can be SAVED

- Soft Errors
  - Informational Alerts
    - e.g. values which are exceedances of the permitted limit
  - You are not required to change DMR data based on these errors but they must be acknowledged

Hard Error Example

- An unacceptable special character was entered into a DMR data field
- Character must be removed before DMR can be saved.

Soft Error Example

- Use the check box to acknowledge informational errors

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐

No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
  - Form Level (#1): applies to entire DMR
  - Parameter Level (#2): applies to entire parameter
  - Individual Value Field (#3): applies only to an individual field for that parameter

Other Codes

- Units of Measurement: Hard-coded to permit specifications
- Frequency of Analysis & Sample Type: prepopulated; if different, choose appropriate code from dropdown menu
  - Lists for each of these are available to help you determine the right option
- Value qualifier dropdown menu

Saving DMR Data

Save & Continue | **Save & Exit**
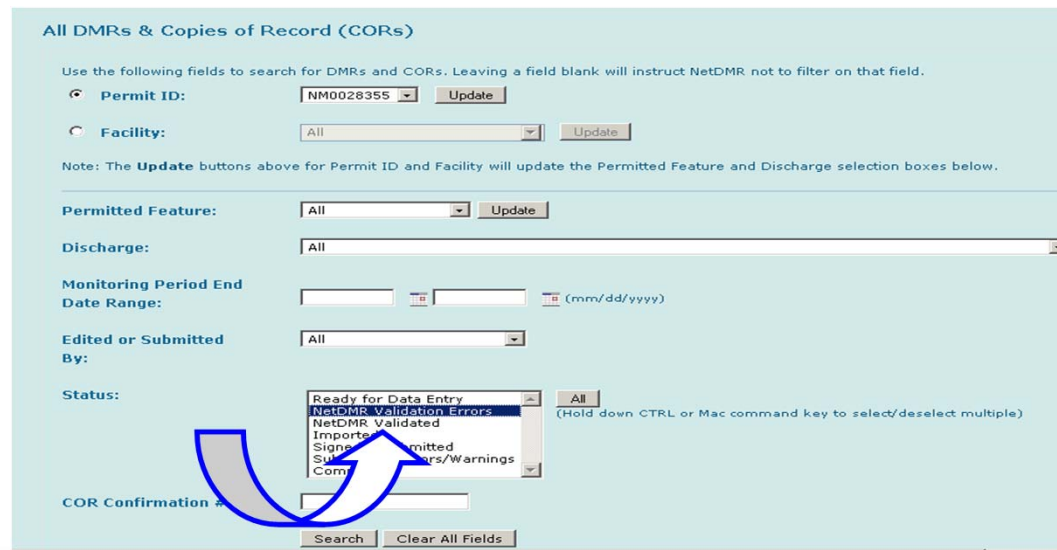
- Easiest way to view DMR errors

- Errors will be highlighted for your review

- Will stay on the same page

- Will not see highlighted errors

- Will bring you back to search results or search page

- To view errors, search for DMRs with the status "NetDMR Validation Errors"

If You Choose Save & Exit…

- Errors will be highlighted

- To find errors, search for DMRs with the status "NetDMR Validation Errors"

- Until your DMR has a status of 'NetDMR Validated' the form can not be signed

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Module 5: Sign and Submit DMRs

Sign and Submit DMRs

- Can sign and submit DMRs several ways
  - Edit DMR Screen - Single DMR
  - Search Screen - One or multiple DMRs
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have signatory authority role with subscriber agreement on file

Identifying DMRs Ready for Submittal

- **NetDMR Validated status**
  - DMR data has been entered and saved with any errors validated

Edit DMR Screen

- Select DMR from Search Results
- Verify that data is complete and errors acknowledged
- Click "Sign & Submit" at top or bottom of form

Search Screen (Single DMR)

- From the "Next Step(s)" dropdown menu, choose "Sign & Submit," then click Go

Search Screen (Multiple DMRs)

- Select the DMRs you want to submit using the checkboxes under "Include in Batch Submit"
  - Check all/Clear all buttons available
- Click "Sign & Submit Checked DMRs"

Sign & Submit

- A list of DMRs to be submitted including all soft errors for the Signatory's review

- From this screen, the Signatory can also:

  – View completed DMRs before signing

  – Sort on any of the columns with a hyperlink

Sign & Submit Screen

Signing DMRs - Batch

Signing DMRs

- To officially sign, you must answer the required security question(s) and enter your password

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Cathy Bius.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is your favorite city?

Password
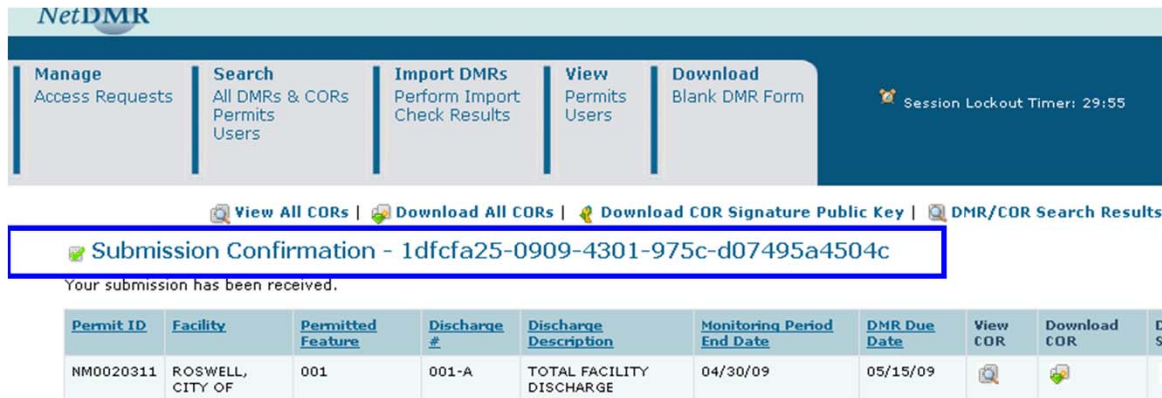
Submit | Do Not Submit

DMR Submittal Confirmation

- After you sign and submit DMRs, you will receive this confirmation screen:

- You may also View or Download your COR (copy of record) on this screen

Email Confirmation

- Email notifications can be sent confirming DMR submissions
  - Emails will also notify of any possible warnings, errors, or violations >500%

- To add someone's email address to the notification list, Search by Permit

DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

[   ] [Add]

No results.

Email Confirmation

- Email confirmations will let you know if:
  - DMRs have been submitted
  - COR Submissions have been received by the EPA Region 10
  - a DMR contains possible warnings or errors

	Sender ^	Subject ^	Date ▼	Size ^ ^ ^
	netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446
	netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168
	netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432
	netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441
	netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438
	netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430

Download DMR Copy of Record (COR)

- Select the DMRs from the search results screen

- Creates zip file for each DMR report

  - DMR XML (dmrSubmission.xml)

  - Style Sheet (DischargeMonitoringReport.xls)

  - Submission Receipt XML (submissionReceipt.xml)

  - Must extract files for the style sheet to apply

Module 6: Other NetDMR Functions

United States Environmental Protection Agency
Region 10 NPDES Compliance Unit

Importing DMRs

NetDMR Permittee and Data Provider User Guide

- Import DMRs, Section 5.2.2

- Import DMR File Format, Appendix B

- Import DMR File Specifications, Appendix C

Importing DMRs

Import Files

- – New Data

- – Partially entered data (in progress)

- – DMR Corrections

Importing DMRs

- Can import one or more DMRs by uploading a comma delimited or comma separated format text file

- Comma Separated Value (CSV) format

  - Header row

  - Separate line for each parameter

- DMR Import File

  - File name cannot contain spaces

  - File extension must be .csv, .txt, or .zip

  - File cannot be larger than 20 megabytes

Importing DMRs

Once DMR Import File has been Imported, important to:

Check for Import Errors:
- Each file can contain data multiple permit numbers if needed
- Errors in one row do not prevent other rows from being processed
- Section 5.2.2.2 lists all import validations NetDMR performs

Must still use the NetDMR web form to
- Acknowledge soft errors
- Add DMR level information (comments/attachments)
- Sign and Submit completed DMR

Review Import File Example

Import CSV File Example

- Note: Do not save a .csv file two times, all leading zeros disappear and the data is changed to a different format. Modify the excel file and rename it as a different xml file.

Using Excel File Template Example

How to Import file into NetDMR

- **Log into your NetDMR instance with "edit" or "signatory" access**

How to Import file into NetDMR

- Click "browse" to locate the DMR import file
  - Double click on the file name or highlight and open
  - Remember: File type must be .txt, .csv, or zip
    - No spaces in filename
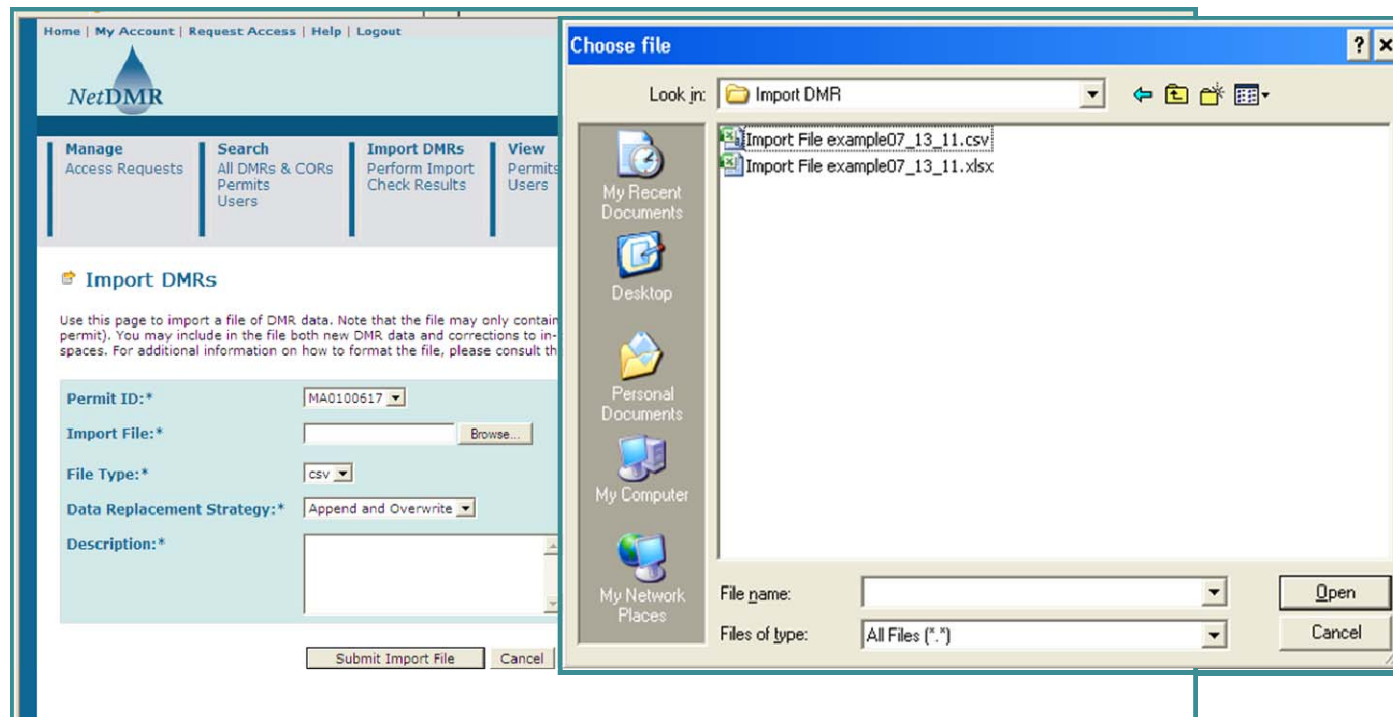
Importing DMRs

Things to remember

All * fields are required.

NetDMR Import Error Messages

Sample Error File: Line 12: parameter was 01062 instead of 01067. Line 13: values were entered with the qualifier, ex. <6.1 , <8.7 (qualifier is entered in separate field)

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
74	5/27/09 2:44:42 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Minor.csv	Append and Overwrite	Minor Errors	Failed

Showing 7 of 7 messages.

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:55 PM	Infomation	Begin import	Begin import
5/27/09 2:55 PM	Infomation	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Quantity 1 Sample	Line 13: The Quantity 1 Sample value is not a number.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 13: The Quantity 2 Sample value is not a number.
5/27/09 2:55 PM	Infomation	End import of file	End of importing file ImportNM22306Minor.csv
5/27/09 2:55 PM	Infomation	End import	Importation process has completed with 2 lines with errors and 28 lines successfully committed.

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NetDMR Import Error Messages

Sample Error File: Line 11: data entered in field where data was not expected, Line 12: no matching parameter, Line 20: 01/month frequency of analysis, Line 28-31: Data and NODI enter for a parameter in the same field.

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
75	5/27/09 2:46:46 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Major.csv	Append and Overwrite	NM22306 Major	Failed

Showing messages 1-10 of 11. ◄◄ ◄ 1, 2 ► ►► 🔍 View All

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:55 PM	Infomation	Begin import	Begin import
5/27/09 2:55 PM	Infomation	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Conc. 1 Sample	Line 11: The Conc. 1 Sample Number is present even though no permit limit is set for Conc. 1
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Freq of Analysis	Line 20: The Frequency of Analysis Record is not a valid code in NetDMR.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 28: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 29: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 30: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 31: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Infomation	End import of file	End of importing file ImportNM22306Major.csv

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Questions?

Region 10 NetDMR Team Contact Information

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- Region 10 NetDMR Email Address: R10NetDMR@epa.gov
- NetDMR Website:
  https://netdmr.epa.gov/netdmr/public/home.htm;jsessionid=
  95E21EFA45E8ECE23EF4BF099FD8F5EC